

h. Craig Hinton

PROFESSIONAL ETHICS IN PHYSICAL EDUCATION

Personal - relating to the individual

- To uphold, honor and dignify the profession.
- To improve in every way possible one's knowledge and skills in the profession.
- To maintain a high standard of health and physical fitness.
- To practice intellectual honesty.
- To maintain in strict confidence all department or school matters not intended for dissemination.
- To absent oneself from school or classes only for good reasons.
- To bring to the profession all the knowledge, skill and devotion one may possess.
- To give credit to the proper sources in the matter of borrowed ideas.
- To accept proper criticism in a gracious manner and if in error to remedy the fault which called forth the criticism.
- To refrain from discussion of the deficiencies of one's colleagues in such a way as to embarrass them.
- To defend members of the profession if unjustly attacked.
- To practice absolute and unqualified loyalty to the school and department in which one is employed, and to the profession.
- To insist that one's salary be paid through regular institutional channels, and not directly from alumni groups, local school supporters, or athletic gate receipts.
- To actively support all movements directed toward an improvement and elevation of the profession.
- To maintain membership in and attend meetings of such professional associations as cover one's field of specific interest.
- To maintain a non-committal policy in public on all controversial issues arising within the school.
- To refuse to discuss matters of student discipline with anyone except the proper authorities.
- To extend professional courtesy, including the prompt answering of mail, to other members of the profession at all times.
- To vacate one's position only after all records are in such a state as to be readily understood by one's successor.
- To accept a position only if one is qualified to handle it effectively.

To ascertain the exact meaning of written and verbal contracts and to live up to them in letter and in spirit unless dissolved by mutual consent, and with amiable results.

To give one's employer ample notice if a new position is accepted.

To answer truthfully all questions pertaining to professional qualifications when applying for a position.

Relating to the Student

To refer to a competent doctor all physical or organic defects requiring diagnosis or treatment.

To give each pupil an equal opportunity without individual prejudice.

To insist on the proper conduct of students whenever and wherever they are under one's direct supervision.

Relating to Administration

To set a high standard of conduct at all times for those coming under one's supervision.

To give each teacher under one's supervision every opportunity for professional growth and development.

To give credit where credit is due in recognizing meritorious service either on the part of teachers or pupils.

To maintain a tolerant and open-minded attitude toward others in matters where opinions differ.

To recommend a teacher for another position although it may be desired to retain her in one's employ.

To refrain from dismissing, or recommending for dismissal, a teacher without giving ample notice and an opportunity to be heard.

To be definite in the exact type of work expected when employing a teacher.

To refuse to promise a position to a candidate until it is authorized by the proper authorities.

To live up to the rules of the conference, or league, or to the agreement between competing institutions, both in letter and in spirit, in all types of interschool competition.

L. Aighton.

REPORTS

I. Reports on Facilities.

Parts of building or grounds used by department of physical education must be thoroughly inspected at least once a year, and all repairs, replacements and improvements needed reported to proper authorities. Should be in writing, and checked occasionally, to urge its serious consideration. Give full information.

II. Absence Reports

Different systems

Student goes to each room after opening exercises and collects home room absences

Teacher sends blanks to office with absences from her class, or gives blanks to home room teacher, and she looks up absences.

III. Annual Reports

The annual report sets forth the assets and liabilities of the department at the end of the fiscal year; unusual accomplishments; an overview showing continuity of achievements reported previously, and projected future plans; and an inventory of supplies and equipment on hand.

"The following items, and more, are the logical content of a report to the superintendent of schools: the number of pupils participating regularly, not only during class periods but in the after school program; the results of physical examinations and the consequent outcomes of the follow-up; if you have cut down the varsity schedules in order to give more of yourself and of the facilities to the intramural program; if you have appeared before the Parent-Teacher Association or other civic organizations; if you have been invited to serve on local, state or national committees; self-improvement courses that you or your staff have taken; conventions you have attended; services that you or your staff members have rendered the community in adult recreation. There is also the opportunity to state the limitations which hinder further growth, and to make recommendations for improvements and additional equipment."

Special events, new organization

Sample Y.W.C.A. Report

A. Gymnasium

I. Brief description of special events, e.g. Play Day, semi-final and final Badminton Tournament, Basket Ball Games, class parties.

II. Attendance record

- a. Total attendance gym dept. for the month. Comparison with that of previous year at same time.
- b. Average attendance for each class, comparison with year before.
- c. Maximum and minimum attendance.

III. Financial standing - receipts, disbursements, etc.

IV. General remarks

V. Outline of activities for coming month.

B. Swimming Pool

I. Same II. Same III. Same IV. Same V. Same

C. Department Financial Standing - totals - and compared with previous years.

Trip Menus.

Lunch I

Salmon Wiggle

Toast.

Cottage Pudding. - choc. sauce.

Tea.

Lunch II

Blushing Bunny.

Toast.

Apple Crisp - Butterscotch sauce.

Coffee.

Dinner I

Sausages

French fried potatoes.

Pineapple upside down cake.

Coffee.

Dinner II

Stew.

Hawaiian Islands.

Tea.

Lunch III

Toast

Barley toast with toasted bacon

Pan cakes - syrup.

Coffee.

Dinner III

Macaroni - cheese - tomatoes.

Toast.

Chocolate pudding.

Tea.

Dinner 10 - Individual Steaks.
Potatoes.
Peas
Toast.
Butter scotch pie.
Coffee.

Dinner 11 - Sausages
Potatoes - corn
Chocolate pie.
Coffee.

Lunch 01 - Tomatoes, rice, cheese on toast with bacon
Twisties & jam.
Cocoa.

Dinner 01 - Beef steak & onions
Potatoes & carrots.
Johnny Cake & syrup.
Tea.

Breakfast - Stewed apricots
Whole wheat porridge.
Toast, Jam Cocoa.

Evening Camp Fire - Cinnamon Toast & Tea.

Lunch - Tin can cooking. Bacon, eggs.
Hawaiian Islands Coffee, Toast.

Supper - Sausages, pancakes syrup.
Brown sugar pudding - Tea.

Lunch Recipes.

Salmon Wiggle

one can salmon (for 6.)
1 " peas
1 tbsp. butter
2 " flour
1 pt. milk.

Melt butter, add flour, mix until smooth. Add milk. Cook for a few mins. (thicken) Add salmon and peas & cook until heated thru' (strain peas but not salmon) Serve on buttered toast.

Blushing Bunnies.

1 can tomatoes.
1 cup cracker crumbs.
1 " grated cheese.

Heat tomatoes, add cheese, add crumbs and heat until cheese is melted. Serve on toast.

Macaroni (for 10)

2 cups macaroni
8 tbsp. Klean (dried)
8 " Flour
2½ tsp. salt.
2 tbsp. butter
2 cups cheese.
2 " tomatoes.
1 qt. Boiling water.

Cook macaroni in boiling water until soft. Stir frequently. Add butter, mix flour, salt & klm, with a bit of water to a smooth paste. Stir into the macaroni. Add tomatoes & cheese. This can be done without flour or klm.

Tomato & Barley with Toasted Bacon (for 10)

Boil 2 cups barley until soft.

Add 1 can tomatoes & heat.

Roll bacon (thick) in bread crumbs & cook on a boiler.

Serve tomatoes & barley on toast with a slice or two of toasted bacon.

Dinner Recipes.

Sausages -

Boil in water for a few mins. first. Pick each sausage. These 2 things, keep them from bursting and breaking into small pieces. Same with canned sausage. Then fry in grease.

Stew -

Cut up onions, & potatoes, carrots, etc into small pieces and boil until cooked (25 min.) Drain. Add canned stew or small pieces of cooked meat.

Individual Steaks -

Put individual steaks into a very hot frying pan. Turn as ^{soon as} they are slightly browned.

Dessert Recipes.

Apple Crisp - 3 cups dried apples
 $\frac{1}{3}$ " brown sugar.
 1 tsp. nutmeg.

Cook apples in cold water. Boil for 10 mins. Drain. Line a deep greased pie plate (or 2) with apples. Sprinkle br. sugar & nutmeg. Put in oven & cook until apples lose shape.

Top - $\frac{3}{4}$ cup brown sugar.
 1 " flour
 3 tbsps. butter.

Mix with flour & sugar to make crumb. Put over apples & cook until nicely browned. Serve with butterscotch sauce.

Butterscotch sauce - (6-8)

2 $\frac{2}{3}$ cups br. sugar.
3 tbsps. butter
2 tsp. corn starch.
2 cups water.

Melt butter. Mix sugar & corn starch and add to sugar. Mix well. Add water. Cook. Be careful not to burn.